



Riverhead Central School District Chain of Command

We have established a set of protocols so that questions and concerns can be directed to the staff member most closely connected to the matter in question and provide subsequent follow-up with administrators should the question go unresolved. We welcome all questions and concerns and thank you in advance for adhering to our outlined procedures.

<p>Athletics Concerns Step 1: Coach; if not resolved... Step 2: Athletic Director; if not resolved... Step 3: Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 4: Superintendent of Schools</p>	<p>Classroom Issues Involving an Individual Child (Classroom procedures, classroom behavior, grades, etc.) For Grades K-6: Step 1: Classroom teacher; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Executive Director of Curriculum, Instruction, & Professional Personnel; if not resolved... Step 4: Superintendent of Schools For Grades 7-12: Step 1: Classroom teacher; if not resolved... Step 2: Guidance Counselor; if not resolved... Step 3: Assistant Principal assigned to the student or Dean of Students; if not resolved... Step 4: Building Principal; if not resolved... Step 5: Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 6: Superintendent of Schools</p>	<p>Residency Step 1: Central Registration; if not resolved... Step 2: Director of Pupil Personnel Services; if not resolved... Step 3: Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 4: Superintendent of Schools</p>
<p>Budget Concerns/Questions Step 1: Assistant Superintendent for Finance and Operations; if not resolved... Step 2: Superintendent of Schools</p>	<p>Food Service Concerns Step 1: Food Service Director, if not resolved... Step 2: Assistant Superintendent for Finance and Operations; if not resolved; Step 3: Superintendent of Schools</p>	<p>Special Ed. Concerns/Special Needs Step 1: Special Education Teacher/Psychologist/Social Worker; if not resolved... Step 2: Building Principal; if not resolved... Step 3: Assistant Director or Director for PPS; if not resolved... Step 4: For K – 6, Executive Director of Curriculum, Instruction & Professional Personnel; For 7 – 12, Assistant Supt. for Curriculum & Instruction; if not resolved... Step 5: Superintendent of Schools</p>
<p>Building Use and/or Facilities Concerns Step 1: Refer to district calendar dates for building use and facilities use informational sessions; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Asst. Plant Facilities Administrator; if not resolved... Step 4: Assistant Superintendent for Finance and Operations; if not resolved... Step 5: Superintendent of Schools</p>	<p>Health and Safety Concerns Step 1: Assistant Principal or Building Principal; if not resolved... Step 2: Assistant Superintendent for Finance and Operations; if not resolved; Step 3: Superintendent of Schools</p>	<p>Technology and Parent Portal Step 1: For Grades K-6, Classroom Teacher, For Grades 7-12, Guidance Counselor; if not resolved... Step 2: Asst. Principal or Building Principal; if not resolved... Step 3: Technology Director; if not resolved... Step 4: For K – 6, Executive Director of Curriculum, Instruction, & Professional Personnel; For 7 – 12, Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 5: Superintendent of Schools</p>
<p>After-School Clubs and Activities Step 1: Activity Advisor; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: For K – 6, Executive Director of Curriculum, Instruction, & Professional Personnel; For 7 – 12, Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 4: Superintendent of Schools</p>	<p>Medical Concerns Step 1: School Nurse; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Director of Pupil Personnel Services; if not resolved... Step 4: For K – 6, Executive Director of Curriculum, Instruction, & Professional Personnel; For 7 – 12, Assistant Superintendent for Curriculum & Instruction; if not resolved... Step 5: Superintendent of Schools</p>	<p>Transportation Concerns (Pickup, route problems, etc.) Step 1: Assistant Principal or Building Principal; if not resolved... Step 2: Transportation Director; if not resolved... Step 3: Director of Personnel; if not resolved... Step 4: Assistant Superintendent for Finance and Operations; if not resolved; Step 5: Superintendent of Schools</p>
<p>Curriculum Questions (Subject matter taught, textbooks, materials used, etc.) Step 1: Classroom teacher; if not resolved... Step 2: Subject area director; if not resolved... Step 3: Building Principal or Assistant Principal; if not resolved... Step 4: For K – 6, Executive Director of Curriculum, Instruction & Professional Personnel; For 7 – 12, Asst. Superintendent for Curriculum & Instruction; if not resolved... Step 5: Superintendent of Schools</p>	<p>Other Transportation Concerns (Behavior on school bus, etc.) Step 1: Transportation Director; if not resolved... Step 2: Assistant Principal or Dean of Students; if not resolved... Step 3: Building Principal; if not resolved... Step 4: Director of Personnel; if not resolved; Step 5: Assistant Superintendent for Finance and Operations; if not resolved; Step 6: Superintendent of Schools</p>	

If a matter remains unresolved after the above steps have been followed, individuals can direct their questions to the Board of Education. However, it is important to note that the primary responsibility of the Board of Education is to set policy for the school district.